



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval for Retirement**  
**Under**  
**5 USC 8336(c) and 8412(d)**

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management (Bureau-wide)

Classification Title: Unit Aviation Manager

Organization Title: \_\_\_\_\_

Position Number: F2024 Series and Grade: GS-2101-07/09

**RECOMMENDATION FOR COVERAGE REVIEW:**

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position is to serve as the Unit Aviation Manager for a Fire and Aviation Management organization unit. Incumbent is responsible for all phases of the program including: policy development and compliance, budget management, safety, training and all aviation services. Position requires knowledge of and extensive experience in the planning and coordination of air operations as they apply to wildland firefighting.

The position requires prior firefighting experience and is clearly in an established career path.

*Smalley May 4*  
Bureau Program Designee

3-8-02  
Date

*Marcia L. Scifres*  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

04/05/2002  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 01/24/02. Approval is by DOI Secretary's Designee:


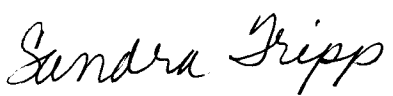
*[Signature]*  
Deputy Assistant Secretary, Human Resources

4/17/02  
Date

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <b>BUREAU OF LAND MANAGEMENT</b>	2. NAME OF INCUMBENT						
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED							
11 a. <u>DEPARTMENT OF THE INTERIOR</u> b. <u>BUREAU OF LAND MANAGEMENT</u> c. _____							
d. _____ e. _____							
4. CSC TITLE AND BUREAU POSITION NO. <b>Unit Aviation Manager #F2024</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">SCHEDULE</td> <td style="width: 20%;">SERIES</td> <td style="width: 60%;">GRADE</td> </tr> <tr> <td style="text-align: center;">GS</td> <td style="text-align: center;">2101</td> <td style="text-align: center;"><b>07</b></td> </tr> </table>	SCHEDULE	SERIES	GRADE	GS	2101	<b>07</b>
SCHEDULE	SERIES	GRADE					
GS	2101	<b>07</b>					
_ SAME AS PRESENT; AMENDED FOR: <input checked="" type="checkbox"/> CSC TITLE, _ POS. NO., _ SERIES, <input checked="" type="checkbox"/> GRADE _ OTHER							

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.  <div style="text-align: center;">           (Signature of Supervisor)          Title <u>Group Manager, Aviation</u> </div> <div style="text-align: center;"> <u>3/28/02</u>          (Date)       </div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="text-align: center;">           (Signature of Official Exercising Classification Authority)          Title <u>Program Analyst</u> </div> <div style="text-align: center;"> <u>3/28/02</u>          (Date)       </div>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS THAT ARE TO BE MADE IN THE DESCRIPTION PROPER.

**This represents restructuring of the target position to GS-07.**

GS-09

**This position is being restructured to the lower grade indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.**

Incumbent serves in a training capacity and may not be expected to perform the entire scope of duties as described. Assignments are given to prepare the incumbent to eventually acquire the knowledge expected at the full performance level. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job. Incumbent will be given less responsibility at first and work will be more closely reviewed. The supervisor may screen the more difficult assignments so that a lesser degree of judgment is expected of the incumbent. The supervisor may increase complexity of work, and supervision received may gradually decrease as the incumbent develops experience and competence.

**NOTE.** At the discretion of management, incumbent may be non-competitively promoted to the established next higher grade level provided: 1) the target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; 2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade; and 3) the incumbent meets all regulatory and qualification requirement for such promotion.

Department of the Interior, FLERT Specialist [Signature]  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
☒ Firefighter \_\_\_\_\_ ☒ Law Enforcement \_\_\_\_\_  
☐ Primary \_\_\_\_\_ ☒ Secondary/Administrative \_\_\_\_\_ ☐ Sec/Supvy \_\_\_\_\_  
 Approval Date April 17, 2002

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No. F2024														
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> Managerial <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive <input checked="" type="checkbox"/> Neither					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					13. Competitive Level Code					14. Agency Use														
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management					Department of the Interior, FLERT Specialist					This PD has been approved as follows under 5 USC 8336(c) and 8412(d)																								
b. Department, Agency or Establishment					Firefighter					Law Enforcement																								
c. Second Level Review					Primary					Secondary/Administrative					SecSupvy																			
d. First Level Review					Approval Date					April 17, 2002																								
e. Recommended by Supervisor or Initiating Office					Unit Aviation Manager					GS					2101					09					twr					1-24-02				
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment Department of the Interior										c. Third Subdivision																								
a. First Subdivision Bureau of Land Management										d. Fourth Subdivision																								
b. Second Subdivision State Office										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature										Date																								
Signature										Date																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position Traffic Management Series, GS-2130, July 1991, TS-106, Handbook for Occupational Series, Definitions.																								
Typed Name and Title of Official Taking Action Todd W. Ryan IIR Specialist (Classification)										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Signature										Date																								
23. Position Review										24. Remarks																								
a. Employee (optional)										FPL: GS-09																								
b. Supervisor																																		
c. Classifier																																		
25. Description of Major Duties and Responsibilities (See Attached)																																		

**Introduction**

This position is located in a Fire and Aviation Management organization (unit). The incumbent is responsible for all phases of the unit's aviation program including: policy development and compliance, budget management, safety, training program, evaluation and all aviation services provided by the aviation program.

The incumbent provides advice and guidance to the local decision-makers, program leaders and project leaders to ensure aviation safety and cost-effectiveness in meeting a variety of bureau goals and objectives.

Prior experience and training in wildland firefighting and the use of aircraft in fire suppression is a mandatory prerequisite to carry out the duties and responsibilities of this position.

This position description is appropriate for use in locations with a need for a full-time Unit Aviation Manager.

**Major Duties****Planning and Program Execution (50%)**

Responsible for the unit's Aviation Program to include oversight, budget planning, development, execution, and monitoring of all aviation operations. The employee may be responsible for: Tanker Bases, Air Attack Bases, Heliports, Call When Needed (CWN) aircraft, Helitack/Rappel bases, back country airstrips, or non-fire aviation support programs (e.g., law enforcement and investigations, wild horse and burro, rehabilitation, wilderness, timber, remote sensing, and all job service contracts).

Serves as liaison for the interagency coordination and use of tactical and logistical aircraft on emergency incidents, mutual aid responses, military operations/coordination or other emergency use of tactical aircraft.

Determines aircraft needed to accomplish missions and recommends priority on the use of aviation assets.

Advises managers and resource program leads on aviation applications in their respective programs.

Develops Unit Aviation Plans, manuals, handbooks, and instructional materials and conducts workshops that provide direction and guidance to assigned organization. Periodically inspects all aviation facilities and airstrips under control of the assigned organization for health and safety code compliance.

Coordinates the unit's aviation frequencies with the appropriate authorities.

Aviation Safety and Training Program (25%)

Responsible for the unit's Aviation Safety and Training Program. Conducts training needs analysis and sponsors, conducts, or coordinates aviation training. Is an Office of Aircraft Services (OAS) certified Interagency Aviation Trainer. Identifies and provides training to personnel working in fire and aviation and other employees who use aviation resources. Ensures consistent aviation safety standards are maintained within the unit, and that aviation safety and other training (e.g., flight manager, chief of party) are kept current.

Ensures that the unit's dispatch center(s) operates within current accident/incident response measures.

Reviews the Aviation Safety Communications Database (SAFECOM) and provides recommendations for corrective action. Follows-up on recommendations.

Initiates and participates in investigations for aircraft incidents and accidents. Assists in the preparation of reports. Investigates violations of policies, procedures and safety standards.

Contracting (15%)

May serve as the unit's Contracting Officers Representative (COR) on Call When Needed (CWN) aircraft. May participate in the preparation of CWN and Exclusive Use contract specifications. Coordinates aircraft inspections to ensure compliance with contract specifications. Monitors aircraft contractor performance and provides findings to appropriate personnel.

Airspace Coordination (10%)

Coordinates requests to Federal Aviation Administration (FAA) for airspace restrictions. Provides clearances into restricted airspace (Federal Aviation Regulation 91.137) in emergency incident areas. Approves restricted airspace entry for media, cooperators, or military aircraft under controlled conditions. Reports violations to FAA. Insures compliance with Departmental Manuals and Bureau of Land Management (BLM) Aviation policies and procedures. Develops and updates operating agreements with local FAA and Military operations within the appropriate area.

**Factors**Factor 1. Knowledge Required by the Position

Level 1-6, 950 points

Knowledge and experience in the planning and coordination of air operations as they apply to wildland firefighting and air operations in support of resource programs. Knowledge of capabilities and limitations of rotary or fixed wing aircraft (e.g., Air Tankers, Air Attack, Helicopters, Aerial Reconnaissance and CWN passenger/restricted aircraft). Ability to adapt aircraft capabilities to specialized situations. Incumbent must

possess and utilize knowledge of current technical methods, agency policies and procedures.

Knowledge of retardant base mixing, loading and traffic operations, including dispatching procedures normally used by Federal, State and local agencies.

Knowledge of unit helicopter program to include rappelling, aerial ignition, military operations and Interagency Helicopter Operations Guide policies.

Must possess knowledge of the federal airspace systems (e.g., Military Special Use, FAA restricted, emergency incident areas).

Ability to assess cost benefits of tactical and logistical aircraft use in relation to costs of operating aircraft, cost of retardant, resource values, and land management planning constraints; required to follow through or adjust decisions and or make recommendations based on effectiveness, efficiency and safety.

Knowledge of Bureau and Department financial and budgeting policies and techniques for preparing aviation management budgets, aviation cost studies and analytical evaluations of the aviation program.

Knowledge of Bureau programs including fire management, law enforcement, wild horse & burro, range, wilderness, recreation, etc. to safely and cost-effectively support these programs with aviation assets.

Skill in both oral and written communication.

Skill in conducting classroom instruction.

Knowledge of Federal Aviation Administration, National Transportation Safety Board and the Department of Interior Office of Aircraft Services manuals and guidance as they relate to aviation operations within the unit.

Knowledge of wildland fire suppression methods and techniques to provide technical operations expertise on wildland and prescribed fires. Must have previous experience in a primary firefighting position or equivalent experience outside the federal government that involved the use of wildland firefighting techniques, fire equipment, fire behavior, fuel models and the Incident Command System.

Knowledge of accepted aviation and wildland fire safety practices to prevent injury and potential loss of life and property.

Ability to independently analyze and evaluate project objectives through a sound risk management/assessment process to ensure the safe use of aviation assets.

Knowledge of the environmental factors impacted by aviation operations including noise abatement and hazardous materials management associated with retardant and foam use.

Ability to recommend contract language changes to the contracting officer, and to complete related reports, records and payment documents.

Knowledge of and ability to operate avionics systems, including programmable multi-channel radios, Global Positioning System (GPS) equipment and audio panels. This includes the ability to monitor and transmit on multiple civilian and military frequencies simultaneously, including air to ground, ground to air, and air to air.

#### Factor 2. Supervisory Controls

Level 2-4, 450 points

Supervision is provided by the Fire Management Officer who provides overall program objectives.

Work is assigned in terms of objectives and concepts. The incumbent is expected to independently select the appropriate means of meeting the objective. The supervisor is normally consulted only when new or unusual problems or situations are encountered.

Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies, regulations, and the overall fire management and aviation programs.

Incumbent is considered the expert in the field of aviation for the unit and exercises considerable independent judgement and innovative action to manage the program.

#### Factor 3. Guidelines

Level 3-3, 275 points

Guidelines include policies and directives of BLM, U.S. Forest Service, Office of Aircraft Services, Federal Aviation Administration, the National Transportation Safety Board rules and regulations, and that are subject to interpretation to implement unit mission. A higher graded Aviation Manager is present at state level to provide guidance upon request; or, if necessary, to resolve the most complex and difficult problems.

Sound leadership and ingenuity are required in developing solutions to aviation issues that span administrative and technical methodology. Guidelines are many and varied. The incumbent provides technical interpretation of these guidelines in diverse and complex field environments. Due to the emergency nature of wildland firefighting, the incumbent may be required to interpret and make on-the-spot decisions to provide guidance on conflicting policies.

Factor 4. Complexity

Level 4-3, 150 points

The varied duties may include: budget preparation, contract administration, contract oversight as a COR, aviation safety and training administration, instruction, management of multiple types of fixed and rotary wing aircraft, or multiple aviation facilities.

Discretion and flexibility is required in effectively identifying and dealing with field conditions, in rapidly changing situations and priorities. The work requires that the incumbent coordinate multiple tasks and projects utilizing internal and external communications.

The managed aircraft may be engaged in non-fire aviation support to resource programs, and have a variety of specialized functions and operating characteristics.

The incumbent must be able to identify actual and potential aircraft safety problems and take immediate corrective action to provide safe aircraft separation and operations. The incumbent has the authority to halt aviation operations, to correct unsafe conditions, or until adverse weather or visibility improves.

The incumbent monitors and recommends aircraft use during wildland fire incidents taking into account safety, operational, and continuity factors such as: flight hours, pilot fatigue, contractor performance, availability of alternative aircraft, matching aircraft to function, and evolving fire conditions.

Factor 5. Scope and Effect

Level 5-3, 150 points

The incumbent provides program execution and safety oversight for the unit's aviation assets. The incumbent has responsibilities to adapt aviation policy and guidelines for the assigned area.

The incumbent must resolve issues and problems where standardized criteria and methods have been developed but are not completely applicable.

The incumbent has responsibilities to recommend the appropriate aircraft for wildland fire and administrative operations throughout the unit's assigned area assigned on an interagency basis.

Provides effective and efficient coordination during aviation operations on wildland fire incidents. This is a complex interagency coordination position. The safety of ground and air personnel is critical. The protection of valuable watershed and other resources depend on the incumbent's accurate, timely and precise decisions, and execution of approved fire suppression plans and methods. Typically, these decisions and execution of the plans may be required at multiple locations occurring simultaneously to resolve unforeseen problems that require immediate attention.



Factor 6. Personal Contacts & Factor 7. Purpose of Contacts

Level 2b, 75 points

Personal contacts are wide and varied (personal and via radio). These include personnel in other aviation control entities, the National Interagency Fire Center, aviation/fire and resource personnel, other Federal, State and Local agency cooperators, local fire departments, retardant manufacturers and various research organizations that test equipment related to aircraft use in resource management.

Personal contacts are with aircraft contractors and their representatives including air tanker, fixed and rotary wing pilots, specialists, and those assigned to the operations, logistics and planning functions on wildland fires.

Coordinates and provides services to the State Aviation Group as needed. Communicates with personnel in military units, regional and local airport authorities, and the Federal Aviation Administration regarding aviation and safety matters.

Contacts with Field Office, District, State and Washington office specialists and fire and aviation management personnel are primarily for the coordination and promotion of a safe and efficient aviation program. In addition, numerous contacts are made to assist in the coordination and facilitation of aircraft use contracts.

Contacts are made to provide information; advice and recommendations regarding types of aircraft, capabilities of aircraft, and suitability of aircraft for specific missions; inform and advise potential contractors; set up necessary training or coordination courses within the aviation community; give instruction; and resolve safety and management problems.

Factor 8. Physical Demands

Level 8-1, 5 points

Work is primarily sedentary, although it does require frequent travel by scheduled and chartered aircraft or ground vehicles to various destinations in the western U.S. Occasionally the incumbent must travel by foot to remote field locations to conduct technical investigations and site visits.

During fire season, the position demands extended and variable work shifts and on-call status while away from work. Incumbent must meet the established physical fitness standards for his/her ICS position.

Factor 9. Work Environment

Level 9-1, 5 points

Most work is performed in an office or meeting room setting; occasionally exposure to risk or discomfort is encountered while conducting visits to the field due to extreme temperatures, topography and remote living conditions.

While on incident assignments, the incumbent may be exposed to temperature extremes, dust, smoke, noise, rugged topography, high-risk flight in fixed or rotor wing aircraft, extended outdoor living and high-stress emergency activities.